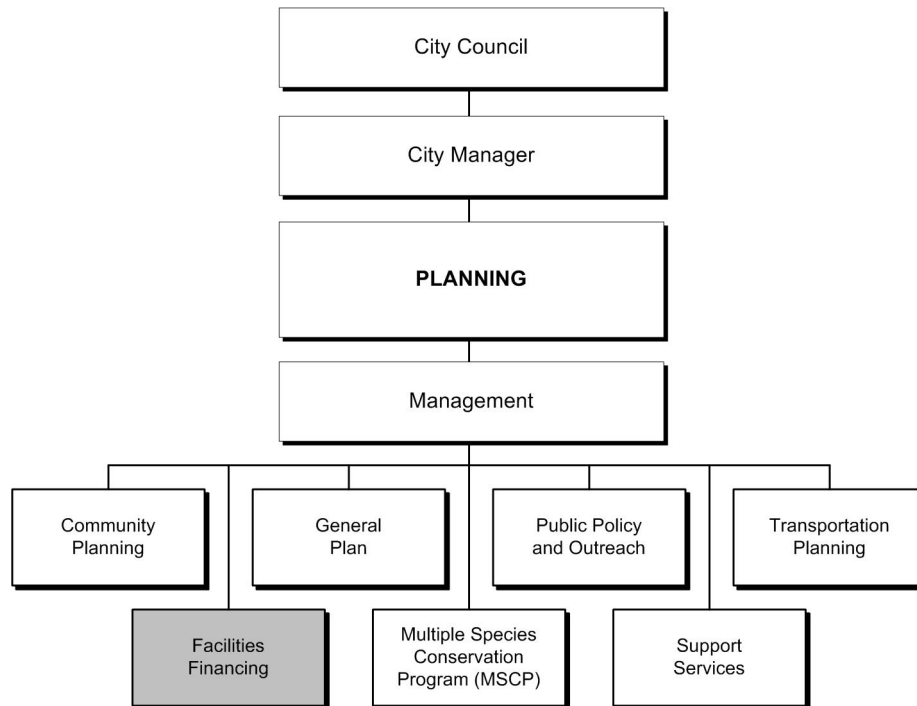




Planning



Mission Statement

To create a well planned, desirable living and working environment for the residents of San Diego through the development and implementation of land use and transportation policies and long-range fiscal planning for public facilities.

Department Description

The Planning Department serves as the planning agency for the City of San Diego. It provides long range planning; maintains a comprehensive Citywide General Plan; provides support to community planning groups; provides support to related boards and commissions; manages the Multiple Species Conservation Program (MSCP); provides community-based travel forecasting and transportation studies; and provides development agreement monitoring and formulates, collects, and administers a variety of funds used to finance public facilities in the community plan areas throughout the City.

Budget Dollars at Work

54 Community groups supported, including recognized community planning groups
787 Acres conserved or obligated through the MSCP in calendar year 2002
600 Public meetings attended to discuss planning-related issues as of March 28, 2003
\$35,833,801 Revenue collected by Facilities Financing as of March 28, 2003
635 Plan files reviewed by Facilities Financing as of March 28, 2003
2 Reimbursement agreements implemented by Facilities Financing as of March 28, 2003
9 Updated financing plans as of March 28, 2003

Service Efforts and Accomplishments

Fiscal Year 2003 was successful for the Planning Department. A few of the accomplishments made during this timeframe include:

- Adoption of the Strategic Framework Element and

Action Plan after over three years of public dialogue on major issues facing San Diego over the next 20 years

- Launching of the Pilot Village Program which will result in models of mixed-use projects that embrace a village atmosphere where housing, jobs, schools, public facilities, and neighborhood services come together
- Creation of a Citywide Transportation Demand Management Program with a pilot plan to be implemented in the Sorrento Mesa area
- Completion of the update to the Street Design Manual
- \$12.3 million in State Transportation Improvement funds secured from the San Diego Association of Governments (SANDAG), despite the State's budget shortfall
- Receipt of approval from the Land Use and Housing Committee for proposed parking management strategies from the Visitor Oriented Parking studies
- Anticipated issuance of draft reports on the Balboa Avenue and Rosecrans Street corridor studies to the Mayor and City Council in late Fiscal Year 2003

Additionally, the Planning Department conserved 757 acres of key MSCP habitat through acquisition of public land and private mitigation; obtained \$6.2 million in State and federal grants for acquisition management and monitoring; and monitored the status of over 15 endangered species pursuant to agreements under the MSCP.

Through March 28, 2003, the Planning Department had nine financing plans approved, implemented two reimbursement agreements, processed 635 building plan files, and funded public facilities in the amount of \$22,870,142.

Future Outlook

In Fiscal Year 2004, General Plan staff will continue to work toward implementation of the Strategic Framework Element of the General Plan. It is anticipated that three "Pilot Villages" will be selected. Other tasks include providing additional public outreach, an inventory of existing public facilities, continuing work on a financing strategy to provide needed public facilities and infrastructure, and beginning work on updating other General Plan elements.

Planning

Future Outlook (continued)

Community Planning staff will complete the La Jolla Community Plan Update and continue work on the Otay Mesa, Ocean Beach, and Mission Valley Community Plan Updates; the Tierrasanta Community Plan Transportation Element Amendment; and an annexation of property from the City of Chula Vista to the City of San Diego. The program will also complete work on a number of significant community plan amendments including University, Mira Mesa, and Navajo. Work associated with several significant park and open space resources will continue including the San Diego River Park, Otay Valley Regional Park, Chollas Creek Watershed, and San Pasqual Visionary Plan. In addition, staff will continue working on siting and planning 13 new schools approved by Proposition MM, the Euclid Avenue and Azalea Park Revitalization Action Plans, and a number of grant funded projects.

Historical Resources staff anticipates working on the ongoing La Jolla, Uptown, North Park, and Centre City Development Corporation historical surveys; processing more than 70 historical designations; and processing the establishment of the Islenair Historical District. Work will continue on the expansion of the Ocean Beach Emerging Historical District and Burlingame Voluntary/Traditional District, and with the Airport District to process site designations for the Loma Portal National Register Eligible Historical District. Staff will also continue permit review functions in support of other City departments and agencies, as well as provide support for National and State Register's Certified Local Government functions.

Transportation Planning staff will implement a Transportation Demand Management Program. The program will initially focus on Sorrento Mesa to encourage the use of alternative modes of transportation and alternative work schedules. In addition, staff will work closely with SANDAG and the Metropolitan Transit Development Board on regional and transportation issues, and the Transit First projects. Staff will also conduct travel forecasts for community plan updates and Strategic Framework Pilot Villages.

Facilities Financing will continue to include

Community Financing Districts as a funding source along with Facilities Benefit Assessments, Development Impact Fees, Development Agreements, and special funds to build community facilities, in addition to updating financing plans and monitoring development agreements. Also, they will continue collecting data for the Citywide infrastructure existing conditions report.

MSCP staff will complete the conservation of the Del Mar Mesa target area by working with private property owners who are proposing to contribute land to the MSCP as part of the development entitlement process. Staff will also continue to acquire property in the East Elliott acquisition area from willing sellers. Biological monitoring will continue to occur with an increased reliance on in-house staff to meet the obligation under the MSCP Implementing Agreement.

Public Policy and Outreach staff will continue to promote public participation in the planning process by working closely with community planning groups, other interest groups, and residents who live in San Diego's diverse communities.

Division/Major Program Descriptions

Community Planning

Community Planning coordinates and administers large-scale planning efforts and other special planning projects, such as the Otay Mesa Community Plan Update and the Mission Valley Community Plan Update. Additionally, this program coordinates and administers major planning programs, special planning studies, and the City's Historical Resources and Certified Local Governments Programs; provides information to the public on a variety of community based issues; and provides long range planning, programming, and review of the City's capital improvement projects and selected public and private development programs and projects. Community Planning also provides professional and administrative support to 42 planning groups recognized under Council Policy 600-24 and provides support to the City's Historical Resource Board and related programs.

Facilities Financing

Facilities Financing manages the formulation, collection, and administration of Facilities Benefit Assessments and Development Impact Fees. In addition, Tentative Map monetary exactions and monetary extraordinary benefits resulting from Development Agreements are collected and monitored. These funds are then used to finance public facilities in the community plan areas throughout the City. All City development agreements are also monitored for compliance. Cost Reimbursement Districts and reimbursement agreements for community facilities are also coordinated and administered by Facilities Financing.

General Plan

The General Plan Program coordinates and administers major planning programs such as the General Plan, which includes the Strategic Framework Element. The General Plan Program also provides representation at San Diego Association of Governments board and committee meetings, reviews proposed State legislation, and contributes to other significant Citywide planning projects.

Management

Management directs and oversees the performance of the Planning Department.

Multiple Species Conservation Program (MSCP)

The MSCP seeks to assemble an open space system for biological resources through public land acquisition, dedications of existing public open spaces, and mitigation and development regulations; and to manage and monitor the biological resources conserved in the MSCP. Success will be measured via the mandated annual reports to the wildlife agencies on habitat loss and conservation.

Public Policy and Outreach

Public Policy and Outreach manages public involvement and consensus building efforts for the Planning Department. This program is currently focused on outreach activities related to the General Plan, the Transportation Demand Management Program, community planning groups, and the general public. This program also develops internal

Planning

Division/Major Program Descriptions (continued)

Public Policy and Outreach	department and interdepartmental projects and programs, synthesizes information emerging from the public involvement process, and creates the internal mechanisms and policies necessary for implementation.
Support Services	Support Services provides payroll, data processing, mapping, training, and clerical support for the Planning Department in a timely manner.
Transportation Planning	Transportation Planning seeks to advance the implementation of the future vision of the City of San Diego by determining needed roadway improvements, promoting efficient use of the transportation system, and improving mobility of transportation corridors through the use of travel forecasting, traffic studies, and transportation demand management.

Planning				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED	FY 2003-2004 CHANGE
Positions	92.62	94.62	85.62	(9.00)
Personnel Expense	\$ 6,766,060	\$ 7,448,864	\$ 7,149,955	\$ (298,909)
Non-Personnel Expense	\$ 3,207,025	\$ 3,597,325	\$ 2,101,529	\$ (1,495,796)
TOTAL	\$ 9,973,085	\$ 11,046,189	\$ 9,251,484	\$ (1,794,705)

Planning

Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
GENERAL FUND			
Planning			
Community Planning	21.60	21.10	19.10
General Plan	19.40	19.40	15.40
Management	4.10	5.10	5.10
Multiple Species Conservation Program	6.00	5.00	4.00
Support Services	18.50	17.00	15.00
Transportation Planning	8.00	12.00	12.00
Total	77.60	79.60	70.60
FACILITIES FINANCING FUND			
Facilities Financing			
Facilities Financing	15.02	15.02	15.02
Total	15.02	15.02	15.02

Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
GENERAL FUND			
Planning			
Community Planning	\$ 2,171,096	\$ 2,232,214	\$ 1,890,419
General Plan	\$ 1,575,700	\$ 2,017,898	\$ 1,366,073
Management	\$ 418,305	\$ 555,606	\$ 587,172
Multiple Species Conservation Program	\$ 1,283,210	\$ 1,343,762	\$ 528,614
Support Services	\$ 2,021,217	\$ 1,734,082	\$ 1,555,056
Transportation Planning	\$ 951,492	\$ 1,156,267	\$ 1,198,991
Total	\$ 8,421,020	\$ 9,039,829	\$ 7,126,325
FACILITIES FINANCING FUND			
Facilities Financing			
Facilities Financing	\$ 1,552,066	\$ 2,006,360	\$ 2,125,159
Total	\$ 1,552,066	\$ 2,006,360	\$ 2,125,159

Planning

Significant Budget Adjustments

FACILITIES FINANCING FUND

Facilities Financing	Positions	Cost
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00 \$	57,616
Non-Discretionary Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	41,619
Support for Office of the City Auditor and Comptroller Services Increase in support provided by the Office of the City Auditor and Comptroller per Memorandums of Understanding. Services include establishing and maintaining accounting records, preparing the annual AB1600 Report, apprising staff of capital improvement projects' funding issues, establishing accounting structures, analyzing funds available, reviewing reimbursements and deposits, reviewing payments for appropriateness, and preparing financial statements.	0.00 \$	16,403
Support for Information Technology Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00 \$	3,161

GENERAL FUND

Planning	Positions	Cost
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00 \$	349,367
Non-Discretionary Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(5,099)
Reduction in Support Services Reduction of 1.00 Clerical Assistant II. This reduction will reduce the Planning Department's ability to provide administrative, reception, and customer support. Planning staff will now have to devote more time to support functions, further reducing time spent on planning projects and community support.	(1.00) \$	(43,898)

Significant Budget Adjustments (continued)

GENERAL FUND

Planning	Positions	Cost
Reduction in Environmental Impact Studies Reduction in support for environmental impact studies. This reduction will eliminate funding for the Stormwater Environmental Impact Report. It will also reduce funding for environmental impact studies of planning projects, thus increasing review time and cost for planning project review.	0.00	\$ (50,000)
Reduction in Graphic Design Reduction in support for graphic design. This reduction impacts the Planning Department's ability to provide graphic design for reports, documents, and City Council and committee presentations which include the City of Villages, General Plan, and community plans.	0.00	\$ (60,000)
Reduction in Mapping Services Reduction of 1.00 Senior Drafting Aide. This reduction will limit the ability to produce planning-related maps and drawings for the Planning Department and other City departments. The maps produced provide information requested by City staff, recognized community planning groups, and City boards and commissions.	(1.00)	\$ (63,102)
Reduction in Community Planning Reduction of 1.00 Associate Planner. This position interacts directly with community planning groups on issues, complaints, elections, and activities. This will delay responses to inquiries and requests for information from planning group members and the public.	(1.00)	\$ (73,344)
Reduction in Training, Equipment, and Supplies Reduction in support for training, equipment, and supplies. This reduction will eliminate in-town training for Planning Department staff and reduce funds for equipment and office supply purchases.	0.00	\$ (84,801)
Support for Information Technology Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ (118,238)
Reduction in Public Policy and Outreach Reduction of 1.00 Senior Public Information Officer and 1.00 Multimedia Production Coordinator. This reduction will result in the elimination of an updated City of Villages/General Plan website to communicate basic information to the public and to Mayor and City Council-recognized community planning groups. This will also result in the elimination of news releases for significant events and elimination of the Information Hotline.	(2.00)	\$ (140,626)
Reduction of Management Positions Reduction of 2.00 Program Managers as part of budgetary savings plan. This will impact Community Planning and the Multiple Species Conservation Program.	(2.00)	\$ (223,004)

Planning

Significant Budget Adjustments (continued)

GENERAL FUND

Planning	Positions	Cost
Reduction in Historical Resources Reduction of 1.00 Senior Planner and \$200,000 of contractual support for historical surveys (third year of a \$1 million five year project). This reduction of staffing and support to conduct historical surveys to help streamline the development process, as directed by the Land Use and Housing Committee, could result in the loss of the City's authority in certifying historical landmarks and impact the City's local authority over land use.	(1.00)	\$ (288,037)
Reduction in Support for the General Plan Reduction of 1.00 Associate Planner and contractual support for the General Plan. This reduction will delay one or more elements from being updated, as well as delay the concurrent update and environmental review of all the elements of the General Plan. Additionally, this will eliminate funds for consultants to do a peer review of the existing conditions data collection, support the Pilot Villages Program, and contribute toward the preparation of a park master plan.	(1.00)	\$ (407,722)
Reduction in Multiple Species Conservation Program (MSCP) Reduction in property acquisition funding and contractual support for MSCP. This reduction will reduce the City's ability to purchase priority MSCP land acquisitions and require in-house staff to conduct species monitoring as required by the MSCP Implementing Agreement.	0.00	\$ (705,000)

Expenditures by Category

		FY2002 ACTUAL		FY2003 BUDGET		FY2004 PROPOSED
PERSONNEL						
Salaries & Wages	\$	5,269,288	\$	5,757,367	\$	5,358,311
Fringe Benefits	\$	1,496,773	\$	1,691,497	\$	1,791,644
SUBTOTAL PERSONNEL	\$	6,766,060	\$	7,448,864	\$	7,149,955
NON-PERSONNEL						
Supplies & Services	\$	2,763,289	\$	2,666,840	\$	1,356,124
Information Technology	\$	208,666	\$	625,114	\$	519,954
Energy/Utilities	\$	147,228	\$	207,402	\$	167,482
Equipment Outlay	\$	87,843	\$	97,969	\$	57,969
SUBTOTAL NON-PERSONNEL	\$	3,207,025	\$	3,597,325	\$	2,101,529
TOTAL	\$	9,973,085	\$	11,046,189	\$	9,251,484

Key Performance Measures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Average cost per community group supported	\$16,087	\$13,838	\$12,914
Average cost per forecast or transportation element or study	\$55,970	\$50,272	\$52,130
Average budgeted cost per Multiple Species Conservation Program project reviewed ⁽¹⁾	N/A	\$1,626	\$1,639
Average cost per Future and Planned Urbanizing Financing Plan update or amendment	\$45,733	\$61,479	\$67,409
Average cost per new Urbanized Financing Plan, amendment, or review completed	\$43,368	\$72,582	\$74,183
Average cost of Facilities Financing project management per community	\$9,583	\$7,653	\$8,006

(1) Due to issues with Budget Structure, Fiscal Year 2002 Actual figures are not available.

Planning

Salary Schedule

GENERAL FUND

Planning

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1106	Sr Management Analyst	0.50	0.50	\$	62,560	\$ 31,280
1107	Administrative Aide II	1.00	1.00	\$	44,197	\$ 44,197
1207	Asst Engineer-Traffic	2.00	2.00	\$	60,780	\$ 121,559
1218	Assoc Management Analyst	1.00	1.00	\$	55,514	\$ 55,514
1227	Assoc Planner	14.00	12.00	\$	54,828	\$ 657,940
1233	Assoc Engineer-Traffic	5.00	5.00	\$	70,421	\$ 352,104
1235	Multimedia Production Coordinator	1.00	0.00	\$	-	\$ -
1348	Info Systems Analyst II	1.00	1.00	\$	56,143	\$ 56,143
1354	Community Development Spec IV	2.00	2.00	\$	69,661	\$ 139,321
1383	Legislative Recorder II	1.00	1.00	\$	45,663	\$ 45,663
1401	Info Systems Technician	1.00	1.00	\$	43,593	\$ 43,593
1423	Sr Drafting Aide	1.00	0.00	\$	-	\$ -
1535	Clerical Assistant II	6.00	5.00	\$	30,468	\$ 152,338
1622	Biologist III	1.00	1.00	\$	65,233	\$ 65,233
1648	Payroll Specialist II	1.00	1.00	\$	36,573	\$ 36,573
1727	Principal Engineering Aide	2.00	2.00	\$	52,763	\$ 105,526
1746	Word Processing Operator	2.00	2.00	\$	33,015	\$ 66,030
1871	Sr Public Information Officer	2.00	1.00	\$	54,916	\$ 54,916
1872	Sr Planner	20.00	19.00	\$	66,738	\$ 1,268,026
1876	Executive Secretary	1.05	1.05	\$	46,239	\$ 48,551
1878	Sr Traffic Engineer	3.00	3.00	\$	81,162	\$ 243,485
1879	Sr Clerk/Typist	1.00	1.00	\$	38,040	\$ 38,040
1917	Supv Management Analyst	1.00	1.00	\$	71,076	\$ 71,076
1926	Info Systems Analyst IV	1.00	1.00	\$	70,001	\$ 70,001
2111	Asst City Manager	0.05	0.05	\$	172,060	\$ 8,603
2172	Planning Director	1.00	1.00	\$	123,324	\$ 123,324
2214	Deputy Director	2.00	2.00	\$	110,089	\$ 220,177
2234	Principal Planner	1.00	1.00	\$	86,434	\$ 86,434
2270	Program Manager	4.00	2.00	\$	83,865	\$ 167,729
	Bilingual - Regular	0.00	0.00		-	\$ 1,456
	Field Training Pay	0.00	0.00		-	\$ 3,238
	Overtime Budgeted	0.00	0.00		-	\$ 12,146
	Reg Pay For Engineers	0.00	0.00		-	\$ 41,173
	Temporary Help	0.00	0.00		-	\$ 5,698
	Total	79.60	70.60		\$	4,437,087

Salary Schedule (continued)

FACILITIES FINANCING FUND

Facilities Financing

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>		<i>Total</i>
1106	Sr Management Analyst	6.00	7.00	\$	62,561	\$ 437,929
1218	Assoc Management Analyst	2.00	1.00	\$	55,513	\$ 55,513
1727	Principal Engineering Aide	2.00	2.00	\$	52,763	\$ 105,526
1746	Word Processing Operator	1.00	1.00	\$	33,017	\$ 33,017
1876	Executive Secretary	0.01	0.01	\$	46,300	\$ 463
1879	Sr Clerk/Typist	1.00	1.00	\$	38,040	\$ 38,040
1917	Supv Management Analyst	2.00	2.00	\$	71,075	\$ 142,150
2111	Asst City Manager	0.01	0.01	\$	172,100	\$ 1,721
2270	Program Manager	1.00	1.00	\$	88,293	\$ 88,293
	Ex Perf Pay-Classified	0.00	0.00		-	\$ 3,535
	Overtime Budgeted	0.00	0.00		-	\$ 15,037
	Total	15.02	15.02			\$ 921,224
PLANNING TOTAL		94.62	85.62			\$ 5,358,311

Planning

Five-Year Expenditure Forecast

	FY 2004 PROPOSED	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST
Positions	85.62	87.62	87.62	87.62	87.62
Personnel Expense	\$ 7,149,955	\$ 7,540,925	\$ 7,767,153	\$ 8,000,168	\$ 8,240,173
Non-Personnel Expense	\$ 2,101,529	\$ 2,164,575	\$ 2,229,512	\$ 2,296,397	\$ 2,365,289
TOTAL EXPENDITURES	\$ 9,251,484	\$ 9,705,500	\$ 9,996,665	\$ 10,296,565	\$ 10,605,462

Planning

Fiscal Year 2005

FACILITIES FINANCING FUND

Facilities Financing

Addition of 1.00 Associate Civil Engineer to assure accurate, timely cost estimates are provided to meet financing plan update requirements, assure that the Facilities Benefit Assessment rate is set to collect 100% of facilities costs, provide financing estimates for the Strategic Framework Element of the General Plan, validate billable costs for reimbursement projects, and assist with development agreements and monetary exactions associated with tentative map conditions.

Addition of 1.00 Associate Management Analyst to track reimbursement agreements, prepare financing plans, attend community planning group meetings to identify infrastructure deficits, and assist with special projects.

Fiscal Year 2006

No major projected requirements.

Fiscal Year 2007

No major projected requirements.

Fiscal Year 2008

No major projected requirements.

Revenue and Expense Statement

FACILITIES FINANCING FUND 10250

	FY 2002 ACTUAL	FY 2003 ESTIMATED	FY 2004 PROPOSED
BEGINNING BALANCE AND RESERVE			
Balance from Prior Year	\$ 221,103	\$ 199,156	\$ 127,862
Prior Year Reserves	\$ 6,106	\$ 52,462	\$ -
TOTAL BALANCE	\$ 227,209	\$ 251,618	\$ 127,862
REVENUE			
Facilities Benefit Assessments and Development Impact Fees	\$ 1,102,164	\$ 1,342,497	\$ 1,410,073
Interest on Investments	\$ 10,084	\$ 9,926	\$ 13,000
Miscellaneous Revenue	\$ 2,779	\$ 1,905	\$ 2,800
Sales Tax Allocation	\$ 35,000	\$ 35,000	\$ 35,000
Services Rendered to Others	\$ 312,222	\$ 342,573	\$ 414,466
TransNet Revenue	\$ 114,226	\$ 120,000	\$ 121,958
TOTAL REVENUE	\$ 1,576,475	\$ 1,851,901	\$ 1,997,297
TOTAL BALANCE AND REVENUE	\$ 1,803,684	\$ 2,103,519	\$ 2,125,159
EXPENSE			
OPERATING EXPENSE			
Non-Personnel Expense	\$ 434,041	\$ 820,655	\$ 894,662
Personnel Expenses	\$ 1,118,025	\$ 1,155,002	\$ 1,230,497
TOTAL OPERATING EXPENSE	\$ 1,552,066	\$ 1,975,657	\$ 2,125,159
TOTAL EXPENSE	\$ 1,552,066	\$ 1,975,657	\$ 2,125,159
RESERVE			
Operating Reserve	\$ 52,462	\$ -	\$ -
TOTAL RESERVE	\$ 52,462	\$ -	\$ -
TOTAL RESERVE	\$ 52,462	\$ -	\$ -
BALANCE	\$ 199,156	\$ 127,862	\$ -
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 1,803,684	\$ 2,103,519	\$ 2,125,159